

South Carolina Festival & Event Association
**CERTIFIED
FESTIVAL
PLANNER**
CERTIFICATE PROGRAM

**SOUTH
CAROLINA**



**FESTIVAL
& EVENT
ASSOCIATION**

Post Office Box 42205
Charleston, SC 29423
(843) 614-2357

www.scfea.com

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Certified Festival Planner Program

MEMBER NAME	_____	CONTACT	_____
EVENT/FESTIVAL	_____		
ADDRESS	_____		
TELEPHONE	_____		
E-MAIL	_____		
SCFEA MEMBER TYPE	<input type="checkbox"/> FESTIVAL/EVENT	<input type="checkbox"/> ASSOCIATE	Approximate # of years in Association _____
MEMBER OF	<input type="checkbox"/> International Festival & Event Association	<input type="checkbox"/> SC Recreation & Parks Association	
CERTIFICATION FEE	<input type="checkbox"/> \$100 enclosed payable to SCFEA		
SIGNATURE	_____	DATE	_____

CERTIFIED FESTIVAL PLANNER

The designation of Certified Festival Planner is in recognition of demonstrated excellence in festival or event planning along with documented fulfillment of structured educational and related activities that enhance the professionalism of the festival industry in South Carolina. The Certified Festival Planner Certification is awarded to successful candidates by the South Carolina Festival & Event Association.

CEU CREDITS

CEU (continuing education unit) credits may be earned from SCFEA or any granting organization or institution of higher learning which is sponsoring a festival or event related workshop or meeting.

- 1 CEU credit is earned for every clock hour
- Criterion for awarding is attendance and participation based and requires a completed SCFEA CEU Credit information card
- The SCFEA will honor CEU credits earned at other industry meetings and workshops with prior approval

FEES

The SCFEA Certified Festival Planner program requires a \$100 certification fee assessed when the applicant enrolls. All costs associated with earning the certificate are included in the one time fee.

Recertification after 5 years is reduced to a \$50 fee.

CERTIFICATION CRITERIA

A successful candidate, who maintains an event or organizational membership with the South Carolina Festival & Event Association for the duration of the certification, must complete and provide evidence of meeting the following minimum standards:

1. Festival or event planning experience:
 - Paid or non-paid employment
 - Continuous festival or event related employment of 3 years full-time or 5 years part-time at time of certification
2. Attendance at SCFEA sanctioned meetings, workshops and conventions:
 - Annual attendance for a minimum of three years at a SCFEA sanctioned conference, meeting or workshop
 - Earn 25 CEU credit hours as evidence of participation over the course of three consecutive years. Participants must have a minimum of 1 CEU credit hours in all of the following areas and a minimum of 3 hours in 5 of these categories:
 - a) **Budget & Fiscal Management**
 - b) **Festival Marketing**
 - c) **Volunteer Management & Community Relations**
 - d) **Risk Management**
 - e) **Fundraising & Sponsorship**
 - f) **Planning Concepts**
 - g) **Leadership Development**
 - h) **Industry Topics & Trends**
3. In an effort to share and develop knowledge, candidates must also complete and provide documented evidence for one of the following:
 - Hold an office in the SCFEA
 - Participate for 2 years on an SCFEA planning committee
 - Present on a festival related topic at a pre-approved meeting or function
 - Write and submit an article for publication in the SCFEA E-Newsletter

MAINTAINING CERTIFICATION

All successful candidates of the Certified Festival Planner Program will be awarded a five year certificate. CFPs must complete the following to be awarded recertification after the initial 5 year period:

- Maintain an event or organizational membership with the SCFEA
- Earn a minimum of 18 CEU credit hours in any of the listed areas with a minimum of 3 hours in at least 3 of the categories
- Annual attendance for a minimum of two years at SCFEA sanctioned meetings, workshops and conferences.
- Serve on the SCFEA Board of Directors, participate in an SCFEA planning committee for a minimum of 2 years, present on a festival related topic at a pre-approved meeting, OR write and submit a festival related article for publication in the SCFEA E-Newsletter

Maintaining the designation of Certified Festival Planner is a continuation of demonstrated excellence in festival or event planning accompanied by documented fulfillment of structured educational requirements that enhance the professionalism of the festival and event industry.

APPLICANT INFORMATION

Certifications will be awarded to successful candidates at the SCFEA annual meeting. To apply for the certification program, please complete and return this application with a \$100 certification fee to:

**SOUTH CAROLINA
FESTIVAL & EVENT ASSOCIATION
POST OFFICE BOX 42205
CHARLESTON, SC 29423**

For more information about the Certified Festival Planner Program or upcoming SCFEA workshops, contact the SCFEA Management Office at (843) 614-2357 or visit www.scfea.com.